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1 May 1956

OFFICE OF PERSONNEL MEMORANDUM NO. [REDACTED]

25X1A

SUBJECT: Personnel Career Board and Advisory Committee

RESCISSIONS: a. [REDACTED] Career Board
 b. [REDACTED] same subject
 c. [REDACTED] same subject
 d. [REDACTED] ents to Executive
 Committee, Personnel Career Board

1. GENERAL.

This memorandum sets forth the functions, responsibilities and organization of the Personnel Career Board and the Advisory Committee.

2. POLICY.

The Head of the Personnel Career Service shall, when he deems it appropriate, seek the advice and assistance of his key assistants in discharging his assigned responsibilities as Head of a Career Service. The formal mechanisms for obtaining such advice and assistance will be the Personnel Career Board and the Advisory Committee.

3. THE PERSONNEL CAREER BOARD.

a. Functions.

The Personnel Career Board is established to advise the Head of the Personnel Career Service in matters pertaining to:

(1) The reassignment of qualified Personnel Career Service employees to appropriate vacancies both in the Office of Personnel and in other components of the Agency;

(2) requests for personnel actions to appoint, promote, demote, and separate members of the Personnel Career Service;

(3) individual Career Plans proposed for members of the Personnel Career Service;

(4) applications by members of the Personnel Career Service for membership in the Career Staff;

(5) applications by members of the Personnel Career Service for participation in the Junior and Senior Career Development Programs; and,

(6) requests by members of the Personnel Career Service to participate in Agency-sponsored training at non-CIA facilities.

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b. Organization.

(1) The Personnel Career Board shall be comprised of a Chairman, and three rotating members.

(a) The Deputy Director of Personnel shall serve as Chairman of the Board. In his absence, the Executive Officer shall serve as Chairman.

(b) The Director of Personnel will appoint three rotating members of the Board who will serve for terms of six months.

(2) In the absence of any principal, his alternate will be appointed by the Director of Personnel.

c. Meetings.

(1) The Board will meet each Wednesday at 9:00 a.m. Special meetings will be held at the call of the Chairman.

(2) The Chairman and two members of the Board shall constitute a quorum.

(3) Agenda, minutes, and addenda of each meeting will be distributed to all members of the Board.

4. THE ADVISORY COMMITTEE.

a. Functions.

The Advisory Committee is established to advise the Head of the Personnel Career Service in matters pertaining to the development of policies and procedures for the Personnel Career Service consonant with the Agency Career Program.

b. Organization.

The Advisory Committee will be chaired by the Director of Personnel and will be comprised of the immediate staff of the Director of Personnel, the Special Support Assistant (Personnel), the Deputy Director of Personnel for Planning and Development, and Division Chiefs of the Office of Personnel.

c. Meetings.

The Advisory Committee will meet at the call of the Chairman. A majority of the members shall constitute a quorum. Agenda, minutes and addenda will be distributed to all members.

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5. SECRETARIAT SUPPORT.

The Career Management Officer, Office of Personnel, will serve as Executive Secretary to the Personnel Career Board and to the Advisory Committee.

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Harrison G. Reynolds
Director of Personnel

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